

TAB

OFFICIAL
FILE
P DM-1

INSTRUCTION NO.
LI 20-8

LI 20-8
PERSONNEL

Revised 9 January 1968

SUBJECT : Leave

REFERENCES:

25X1A

1. GENERAL

The above references set forth general information and responsibilities incident to the administration of leave. This Instruction implements those directives in their application to the Office of Logistics.

2. POLICY

- a. To the maximum extent practicable, without interfering seriously with day-to-day production and continued operations, employees are urged to request, and supervisors to approve, the use of annual leave over a period of consecutive days or weeks.
- b. Vacation schedules for employees in each component will be established prior to 15 May of each year to facilitate advance orderly planning insuring adequate coverage of Logistics operations and at the same time permitting equitable authorization of annual leave for those employees desiring their vacations during the summer months. Similar schedules for taking of annual leave during the Thanksgiving and Christmas holiday seasons will be established by 15 November of each year. The schedules will show, for each employee concerned, those dates on which it is planned annual leave will be taken.

3. DELEGATION OF AUTHORITY TO APPROVE LEAVE

- a. The Director of Logistics will approve all leave concerning employees in his immediate office and leave for the Deputy Director, the Executive Officer, and the division and staff chiefs.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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- b. In accordance with [] the authority to approve periods of leave, as specified therein, is delegated to division or staff chiefs and branch chiefs of the Office of Logistics for employees under their supervision. Requests for leave in excess of 30 calendar days will be referred to the Director of Logistics through the Chief, Personnel and Training Staff.

4. RESPONSIBILITIES

- a. All employees will request and obtain approval for leave through supervisory channels.
- b. All supervisors and branch chiefs will, within their delegated authority, approve leave for their employees and keep themselves informed of the whereabouts of their employees who are on leave. Any requests for leave requiring higher approval will be submitted accordingly through supervisory and administrative channels.
- c. Division and Staff Chiefs Will:
- (1) Request and obtain approval of their own requests for leave from the Director of Logistics.
 - (2) Submit summer and winter leave schedules (annual and military) for themselves and their deputies to the Executive Officer by 1 May and 15 November of each year, respectively.
 - (3) Establish a summer vacation and Thanksgiving and Christmas holiday leave schedule for employees under their jurisdiction.
 - (4) Approve leave for subordinates within their delegated authority, and submit any requests for leave requiring the approval of the Director of Logistics, Director of Personnel or the Director of Medical Services, in accordance with [] (4), and (5), through the Chief, Personnel and Training Staff, for coordination with the officials concerned.
 - (5) Submit all requests for private, unofficial foreign travel through the Chief, Personnel and Training Staff, and Director of Logistics, to the Chief, Security Staff, for processing.

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- (6) Notify the Personnel and Training Staff of any serious illness of personnel under their jurisdiction.
- d. The Chief, Personnel and Training Staff, Will:
- (1) Provide advice and guidance to employees and supervisors in connection with leave regulations and procedures.
 - (2) Insure that included in the orientation briefings of new employees reporting for duty in the Office of Logistics is an explanation of Agency leave regulations and procedures.
 - (3) Process and coordinate requests for leave requiring approval by the Director of Logistics and approval by the Director of Personnel or the Director of Medical Services.
 - (4) Arrange and coordinate clearance processing of employees departing on maternity leave or granted leave of 60 calendar days or more, in accordance with [] and the procedures outlined in [] 25X1A
 - (5) Take appropriate action upon receipt of notification of serious illnesses.
- e. The Chief, Security Staff, Will:
- (1) Receive, process, and coordinate Forms 879, Outside Activity Approval Requests, for private, unofficial foreign travel, with the Office of Security.
 - (2) Conduct briefings or arrange briefings with Office of Security representatives for Office of Logistics employees scheduled to perform jury duty, appear in court, or perform private, foreign travel while in a leave status [] 25X1A

[]
GEORGE E. MELOON
Director of Logistics

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